



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.30

Subject: Control of Security Devices

Supersedes: DYD 9.15.1,
07/01/90

Local Policy: No
Local Procedures: Yes
Training Required: No

Approved by:

Effective date: 07/01/98

Revision date:

Application

To All Department of Children's Services Youth Development Centers Employees

Authority: TCA 37-5-106

Policy

Each superintendent shall ensure that an accurate record of the issuance and inventory of security devices is maintained.

Procedures

A. Written local procedures

1. Requirement

Each superintendent must establish written procedures for the control of security devices that is reviewed annually and documented.

2. Contents

The procedures shall include, at a minimum, the following:

- ◆ Weekly inspection and maintenance of all security devices
- ◆ Storage
- ◆ Identification
- ◆ Inventory
- ◆ Issue
 - permanent
 - temporary
 - emergency

- ◆ Disposition of lost, misplaced, or damaged equipment
- ◆ Replacement
- ◆ Training in use of security devices

B. Staff approved to authorize and carry security devices

Each superintendent must designate in writing:

- ◆ Employees who are authorized to approve the use of security devices and
- ◆ Employees who are authorized to routinely carry security devices.

C. Storage

When not in use, security devices must be stored in a secure area.

D. Four/five point restraints

The department does not place youth in four or five point restraints.

Forms

None

Collateral Documents

None

Standards

3-JTS-3A-12

3-JTS-3A-16

3-JTS-3A-16-1

3-JTS-3A-17

Glossary

<i>Term</i>	<i>Definition</i>
<i>Security Devices:</i>	Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.